Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
	DATE	

	PAGE
TABLE OF CONTENTS	1
OVERVIEW	3
100 On-Line Transactions	3
Listing of "Released" Transactions (FACLINK1)	4
Listing of Transactions with Status of Hold or Incomplete (FACLINK2)	6
Listing of Transactions on Data Entry File More Than 60 Days (FACLINK	3) 8
200 Planning and Budgeting	10
Depreciation Cost Report (FAC330)	11
Asset Replacement Report (FAC317)	13
Disposal History Report (FAC30040)	15
300 Purchasing and Surplus Property	17
Screening Report by Nomenclature Code (FAC301)	18
Screening Repot (FAC30020)	20
400 Physical Control Reporting	22
Appraisal Analysis Report (FAC30060)	23
Agency Inventory Report (FAC30010)	25
Component Asset Report (FAC30015)	27
Component Asset Report (FAC370)	30
Inventory by Responsible Position (FAC316)	32
Accounting and Control Master Display (FA309, FAC310, FAC311, FAC319, and FAC307, Option AA-3)	34-43
Assets by Location Report (FAC30080)	44
Master Inventory by Organization and Nomenclature (FAC308)	48
Asset Inventory Report (FAC332)	50
500 Maintenance Reporting	52
Maintenance Contracts Report (FAC30050)	53
600 Grant Management Reporting	54
Asset by Grant/Contract Number Report (FAC30030)	56

Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

700 Financial Accounting and Reporting	Error! Bookmark not defined.
Schedule of General Fixed Assets by Funding Sour	ce (FAC733) 59
Schedule of General Fixed Assets by Function, Subfunction (FAC731 and FAC741)	61
Monthly Schedule of Changes in General Fixed Ass Function/Subfunction (FAC732 and FAC742)	sets by 64
Annual Schedule of Changes in General Fixed Asso Function/Subfunction (FAC734 and FAC744)	ets by 67
Straight Line Calculation Audit Report (FAC32010)	and FAC32020) 70
Fully Depreciated Asset Report (FAC32050)	74
Purged Asset Report (FAC32060)	76
800 System Control Reports	Error! Bookmark not defined.
Transaction Disposition Report - Valid Transaction	Listing (FAC25001) 79
Transaction Disposition Report - Error Transaction	<b>Listing (FAC27001)</b> 81
CARS Interface Activity Report (FAC710)	83
Financial Reporting File Balances (FAC730)	85
Summarized Totals by Asset Categories (FAC307, 0	Option AA1) 87
Transaction Activity Summary Report (FAC82001)	89
900 Distribution and Requests for Reports Procedures	Error! Bookmark not defined.
1000 CARS Reports - General	Error! Bookmark not defined.
1100 Trial Balance - CARS 0402	Error! Bookmark not defined.
1101 Trial Balance - CARS 0402 Option B1	Error! Bookmark not defined.
1102 Trial Balance - CARS 0402 Option C1	Error! Bookmark not defined.
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1104 Trial Balance - CARS 0402 Option E1	Error! Bookmark not defined.
1200 Fund Ledger Account Analysis CARS 1040	Error! Bookmark not defined.
1300 Listing of Potential Fixed Assets (CARS 0462)	Error! Bookmark not defined.
1400 Potential Fixed Assets - Selected Items (CARS 0463)	Error! Bookmark not defined.
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Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

#### **OVERVIEW**

The Fixed Asset Accounting and Control System (FAACS) generates reports to meet numerous end-user objectives (major report categories). The number of informational elements entered into the system enables FAACS to store and produce needed information in a variety of report formats. This topic discusses each of the major reporting categories and contains detailed descriptions of the reports produced for each activity. The major activities and report categories which are contained in FAACS are:

- online transactions;
- planning and budgetting;
- purchasing and surplus property;
- physical control;
- maintenance;
- risk management;
- grant management;
- financial accounting and reporting; and,
- system control reports.

Much of the information displayed on various FAACS reports has been produced in order to permit State agencies to prepare agency financial reports in accordance with generally accepted accounting principles for fixed assets for governmental, proprietary, and fiduciary fund types. Specifically, agencies should be able to produce financial statements displaying fixed asset totals by major asset category on the agency's combined balance sheets. FAACS information may also be used to produce schedules which show fixed asset additions and deletions by major asset category as well as other information, such as program and fund totals.

#### 100 On-Line Transactions

The FAACS online reports assist persons responsible for fiscal and property management with accounting for and reconciling fixed asset transactions entered on the Data Entry File. These reports provides a mechanism to daily review online fixed asset activity. These reports include:

- Listing of "Released" Transactions (FACLINK1)
- Listing of Transactions With Status of Hold or Incomplete (FACLINK2)
- Listing of Transactions on Data Entry File More Than 60 Days (FACLINK3)

Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

REPORT NAME: LISTING OF "RELEASED" TRANSACTIONS (FACLINK1)

DESCRIPTION AND CONTENTS: Provides a list of transactions released for update to the FAACS

Master file. Details listed for each asset include identification number, action code, entry date, acquisition date, fund amount, voucher number, organization, nomenclature, controling indicator,

and disposal code.

PURPOSE: To provide agencies with information regarding transactions

released for update. This report can also be used to reconcile

transactions entered in FAACS online.

ASSET CATEGORIES: Land

Buildings

Improvements Other Than Buildings Equipment (Capitalized and Controlled)

FREQUENCY OF DISTRIBUTION: The Listing of Released Transactions Report is distributed daily to

agencies releasing transactions the previous night.

ORDER OF DATA: Assets reported on the Listing of Released Transaction Report are

listed according to FAACS identification number within Asset

Category.

Volume No. 3 - Automated System Applications	TOPIC NO.
	70365
Function No. 70300 - FAACS Online	TOPIC
	REPORTS
	DATE
	9/1/93

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\*END OF REPORT FOR AGENCY 111\*

Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

REPORT NAME: LISTING OF TRANSACTIONS WITH STATUS OF HOLD OR

INCOMPLETE (FACLINK2)

DESCRIPTION AND CONTENTS: Provide a list of transactions remaining on the Data Entry file with a

status of "hold" or "incomplete." Details listed for each asset include identification number, action code, entry date, acquisition date, fund amount, voucher number, organization, nomenclature, control

indicator, and disposal code.

PURPOSE: To provide agencies with information for transactions remaining on

the Data Entry File.

ASSET CATEGORIES: Land

Buildings

Improvements Other Than Buildings Equipment (Capitalized and Controlled)

FREQUENCY OF DISTRIBUTION: The Listing of Transactions with Status of Hold or Incomplete

Report is distributed daily to agencies having transactions with "H"

or "I" status on the Data Entry File.

ORDER OF DATA: Assets reported on the Listing of Transactions with Status of Hold or

Incomplete Report are listed according to FAACS identification

number within Asset Category.

Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

6/29/93 18:09:57 2		DISP		•	
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\*END OF REPORT FOR AGENCY 151\*

Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

REPORT NAME: LISTING OF TRANSACTIONS ON DATA ENTRY FILE MORE

THAN 60 DAYS (FACLINK3)

DESCRIPTION AND CONTENTS: Provides a list of transactions remaining on the Data Entry file more

than 60 days. Details listed for each asset include identification number, action code, entry date, acquisition date, fund amount, voucher number, organization, nomenclature, control indicator, and

disposal code.

PURPOSE: To provide agencies with information for transactions remaining on

the Data Entry File more than 60 days. To alert agencies that these transactions will be purged from the data entry file if not released

within 30 days.

ASSET CATEGORIES: Land

Buildings

Improvements Other Than Buildings Equipment (Capitalized and Controlled)

FREQUENCY OF DISTRIBUTION: The Listing of Transactions on Data Entry File More Than 60 Days

Report is distributed daily to agencies with transaction remaining on

the Data Entry File more than 60 days.

ORDER OF DATA: Assets reported on the Listing of Transactions on Data Entry File

More Than 60 Days Report are listed according to FAACS

identification number within Asset Category.

Volume No. 3 - Automated System Applications	TOPIC NO.
	70365
Function No. 70300 - FAACS Online	TOPIC
	REPORTS
	DATE
	9/1/93

MEALTH OF VIRGINIA - DEPT OF CONSERVATION AND RECREATION RUN DATE 8/29/93 FIXED ASSET ACCOUNTING AND CONTROL SYSTEM REPORT PAGE 18:09:57 FAACS ONLINE REPORT LISTING OF TRANSACTIONS ON DATA ENTRY FILE MORE THAN 80 DAYS	PLEASE RELEASE OR DELETE THE FOLLOWING TRANSACTIONS AS SOON AS POSSIBLE. THESE TRANSACTIONS WILL BE PURGED WITHIN THE NEXT 30 DAYS	7 ACQ FUND AND	0.00 0.00	3 TOTAL NUMBER OF TRANSACTIONS WITH STATUS OF "I"(INCOMPLETE): TOTAL AMOUNT OF "I"(INCOMPLETE) TRANSACTIONS: 0.00
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Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

## 200 Planning and Budgeting

Individuals engaged in this major reporting activity require reports that enable them to accurately forecast future fixed asset needs based on current depreciation patterns. Such reports are reviewed annually, or more frequently if desired, in order to determine current accumulated depreciation totals, replacement cost information, disposal trends, and other information needed to project future replacement and maintenance costs, and to determine the costs and benefits associated with repair versus replacement decisions. The planning and budgeting reports are:

- Depreciation Cost Report (FAC330)
- Asset Replacement Report (FAC317)
- Disposal History Report (FAC30040).

Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

REPORT NAME: DEPRECIATION COST REPORT (FAC330)

DESCRIPTION AND CONTENTS: An annual report detailing depreciation information and calculated

replacement values for an agency's fixed assets (exclusive of land and leased, disposed of, or surplus items). Specific details provided

for each item listed include acquisition cost, useful life, and calculated replacement value. Additional details provided for capitalized assets include accumulated depreciation, percent depreciated, and calculated depreciation expense; for controlled

assets, these values are listed as zero.

PURPOSE: To provide agencies with the detailed information needed for

planning, budgeting and purchasing functions.

ASSET CATEGORIES: Buildings

Improvements Other Than Buildings Equipment (Capitalized and Controlled)

FREQUENCY OF DISTRIBUTION: The Depreciation Cost Report is run and distributed per request.

ORDER OF DATA: Assets reported on the Depreciation Cost Report are listed

according to object code within subprogram within program.

Volume No. 3 - Automated System Applications	TOPIC NO.	
,		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

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Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

REPORT NAME: ASSET REPLACEMENT REPORT (FAC317)

DESCRIPTION AND CONTENTS: A detailed listing of fixed assets having a specific number of years

(or less) remaining in useful life. The agency requesting the Asset Replacement Report must provide the value to be used in selecting fixed assets based on their years of remaining life, e.g. '03' years remaining. Details for each fixed asset listed on the report include identification number, item description, acquisition date and cost, total useful life, maintenance cost, and replacement index and

value.

PURPOSE: To provide agencies with the detailed information needed to project

future replacement and maintenance costs and to evaluate the

relative merits of repairing or replacing fixed assets.

ASSET CATEGORIES: Building

Equipment (Controlled and Capitalized)

FREQUENCY OF DISTRIBUTION: The Asset Replacement Report is distributed on demand, i.e., at the

request of the agency.

ORDER OF DATE: Assets reflected on the Asset Replacement Report are listed

according to inventory (FAACS ID) number within acquisition date.

Volume No. 3 - Automated System Applications	TOPIC NO.	
,		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

PROGRAM - PACS17 PREPORT - PACS17 AGENCY PAGE 2 AGENCY NO. 802	7	EALTH	OF VIA FIXED	COPCORNEALTH OF VIRGINIA - DEPARTHENT OF MEDICAL ASSISTANCE BERVICE PIXED ASSET ACCOUNTING AND CONTROL SYSTEM *** ASSET REPLACEMENT REPORT ***	DIT OF NEDICAL AS A MO CONTROL ST SHENT REPORT ***	ASSISTANCE 1 SYSTEM	ERVICE			RUN DATE RUN TINE REPORT PAGE	-	6/27/81 18:56:42 212
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Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

REPORT NAME: DISPOSAL HISTORY REPORT (FAC30040)

DESCRIPTION AND CONTENTS: A cumulative listing of assets disposed of by an agency during the

most recent three year period. (Data regarding each disposal is reflected on the report for three years after the disposal date and is then dropped from the report.) Specific details provided for each asset disposal include acquisition and disposal dates, acquisition

and salvage amounts, replacement value, disposal code, replacement index, useful life, and actual life.

PURPOSE: To provide information for the analysis of useful life estimates, as

well as for audit purposes.

ASSET CATEGORIES: Buildings

Improvements Other Than Buildings Equipment (Controlled and Capitalized)

FREQUENCY OF DISTRIBUTION: The Disposal History Report is generated on demand, i.e., at the

request of the agency.

ORDER OF DATA: Assets included on the report are listed according to inventory

(FAACS ID) number within asset category.

Volume No. 3 - Automated System Applications	TOPIC NO.	
,		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

- 8 - - 8 -	ACT.	8	8	
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OF VIRGINIA - DEPARTMENT OF MEDICAL ASSIST FIKED ASSET ACCOLNTING AND CONTROL SYSTEM *** DISPOSAL HISTORY REPORT ***	ACQ/SALVARE ARQURTS	98. 98.	90,048.00 00.	. 80, 828.90
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Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

## 300 Purchasing and Surplus Property

The Screening Reports generated by FAACS provide agencies with a listing of assets that are available for part-time use by other divisions/departments within the agency, or assets that are surplus, i.e., not being utilized by the owner division or department. Use of these reports is intended to better enable an agency to determine, prior to the purchase of new items, if an equipment need can be satisfied by existing property within the agency. A secondary use of the reports is to provide each agency with the information needed to properly manage its surplus property.

These reports include:

- Screening Report by Nomenclature Code (FAC301)
- Screening Report (FAC30020)

Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

REPORT NAME: SCREENING REPORT BY NOMENCLATURE CODE (FAC301)

DESCRIPTION AND CONTENTS: A listing of Statewide assets that are surplus, i.e., not being utilized

by the agency. Details listed for each available or surplus asset include nomenclature code, availability code, condition code, ownership code, item description, inventory number, responsible

position, and useful life.

PURPOSE: To enable an agency to determine period to the purchase of new

items, if an equipment need can be satisfied by existing property within or from other agencies. (See CAPP Volume 1, Topic No. 30705, "Surplus Property Management.") Also, to provide agencies with information needed to properly manage its surplus property.

ASSET CATEGORIES: Equipment (Capitalized and Controlled)

FREQUENCY OF DISBRITUTION: The Screening Report is distributed on demand, i.e., at agencies

request.

ORDER OF DATA: Assets reported on an agency's Screening Report are listed

according to nomenclature code and by agency within

nomenclature.

Volume No. 3 - Automated System Applications	TOPIC NO.	
,		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

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Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

REPORT NAME: SCREENING REPORT (FAC30020)

DESCRIPTION AND CONTENTS: A listing of agency assets that are available for part-time use by

other divisions/departments within the agency, or assets that are surplus, i.e., not being utilized by the owner division or department.

Details listed for each available or surplus asset include

nomenclature code, availability code, condition code, ownership code, item description, inventory number, responsible position, and

useful life.

PURPOSE: To enable an agency to determine, prior to the purchase of new

items, if an equipment need can be satisfied by existing property within the agency, as well as to provide an agency with the information needed to properly manage its surplus property. (See

CAPP Volume 1, Topic No. 30705, "Surplus Property

Management.")

ASSET CATEGORIES: Equipment (Controlled and Capitalized)

FREQUENCY OF DISTRIBUTION: The Screening Report is distributed on demand, i.e., at agency

request.

ORDER OF DATA: Assets reported on an agency's Screening Report are listed

according to nomenclature code within organization code.

Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

PROGRAM - FAC300 RE:9RT - FAC30020 AGENCY PAGE 47 AGENCY NO. 141	300 30020 47	0.			COMMONMEALTH C	LTH OF VIRGINIA - ATTORNE SET ACCOUNTING AND CONTRE *** SCREENING REPORT ***	COMMONMEALTH OF VIRGINIA - ATTORNEY GENERAL FIXED ASSET ACCOUNTING AND CONTROL SYSTEM *** SCREENING REPORT ***	EM .	RUN DATE RUN TIME REPORT PAGE	5/06/91 9:48:18 135
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Volume No. 3 - Automated System Applications	TOPIC NO.	
,		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

# **400 Physical Control Reporting**

A vital function of any property management system is to ensure physical control over assets in that system. FAACS reports designed to assist agency property managers in achieving effective internal control over agency assets are as follows:

- Appraisal Analysis Report (FAC30060)
- Agency Inventory Report (FAC30010)
- Component Asset Reports (FAC30015 and FAC370)
- Inventory by Responsible Position (FAC316)
- Accounting and Control Master Display (FAC309, FAC310, FAC311, FAC319 and FAC307, Option AA3)
- Assets by Location (FAC30080)
- Master Inventory Organization and Nomenclature (FAC308)
- Asset Inventory Report (FAC332)

Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

REPORT NAME: APPRAISAL ANALYSIS REPORT (FAC30060)

DESCRIPTION AND CONTENTS: A detailed report indicating replacement values (calculated by the

system, based on general price level index numbers) for all assets within an agency. In addition to replacement value, report details for each asset include inventory number; item description; acquisition cost, date, and basis; useful life; availability code; condition code; replacement basis; and replacement index.

PURPOSE: To facilitate the internal appraisal process by providing information

regarding current replacement values for assets within an agency.

ASSET CATEGORIES: Land

Buildings

Equipment (Controlled and Capitalized)

FREQUENCY OF DISTRIBUTION: The Appraisal Analysis Report is distributed on demand, i.e., at the

request of the agency.

ORDER OF DATA: Assets appearing on the Appraisal Analysis Report are listed

according to nomenclature code.

Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

PROGRAM - FACSOO REPORT - FACSOO AGENCY PAGE AGENCY NO. 802	2=	DESCRIPTION	ALTH OF	VIRGINIA IED ASSET	COMPONENT THE OF VENCINIA - DEPARTMENT OF MEDICAL ASSIST FIXED ASSET ACCOUNTING AND CONTROL SYSTEM *** APPRAISAL ANALYSIS REPORT ***	20 M	MEDICAL ASSISTANCE SERVICE EPORT ***	ISSISTA ISTEM		WICE		RUN DATE 8/27/91 RUN TIME 18:40:04 REPORT PAGE 11
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Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

REPORT NAME: AGENCY INVENTORY REPORT (FAC30010)

DESCRIPTION AND CONTENTS: A list of all agency controlled and capitalized assets. Specific

details reported for each asset include inventory number/FAACS ID, item description, responsible position and description, acquisition

cost, and location.

PURPOSE: To assist an agency in maintaining control over its fixed assets,

especially in conducting periodic physical inventories. This report may also be utilized to assist in statistical sampling. (See CAPP

Volume 1, Topic No. 30505, "Physical Inventory.")

ASSET CATEGORIES: Land

Buildings

Improvements Other Than Buildings
Equipment (Controlled and Capitalized)

FREQUENCY OF DISTRIBUTION: The Agency Inventory Report is distributed on demand, i.e., at the

request of an agency.

ORDER OF DATA: Assets listed on the Agency Inventory Report are grouped

according to organization division or section. Within organization code, assets are listed according to location within nomenclature

code.

Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	

PROGRAM - FACE REPORT - FACE AGENCY PAGE AGENCY NO. 602	- FAC300 - FAC30010 - FAC30010 - FAC30010	COMMISSION	EALTH OF VIRGIL FIXED AS:	COMMONATH OF VIRGINIA - DEPARTMENT OF MEDICAL ASSIST FIXED ASSET ACCUMITING AND CONTROL SYSTEM *** AGENCY INVENTORY REPORT ***	MEDICAL ASSISTANCE SERVICE CONTROL SYSTEM REPORT ***			NUM DATE NUM TIME REPORT PAGE		6/27/91 18:48:04 88
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Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

REPORT NAME: COMPONENT ASSET REPORT (FAC30015)

DESCRIPTION AND CONTENTS: A listing of all fixed assets that the agency has identified as

components of other fixed assets. Details reported for each component include location, inventory number, description, responsible position, and nomenclature code; the report also specifies the inventory number, description, and location of the main

fixed asset with which each component is associated.

PURPOSE: To assist property managers in tracking component items which

may or may not be physically attached to the associated main fixed

assets.

ASSET CATEGORIES: Buildings

Improvements Other Than Buildings Equipment (Controlled and Capitalized)

FREQUENCY OF DISTRIBUTION: The Component Asset Report is produced and distributed on

demand, i.e., at agency request.

ORDER OF DATA: Assets reported on the Component Asset Report may be listed

according to component asset within main asset (Option 1), or conversely, according to main asset within component asset

(Option 2).

Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

PROGRAM	PROGRAM - FAC300		TH OF VIRGINIA	ACCOU	ACTION I	OF MEDIC FO CONTR	COMMONMENTH OF VINGINIA - DEPARTMENT OF MEDICAL ASSISTANCE SERVICE COMMONEALTH OF VINED ASSET ACCOUNTING AND REPORT OF	ENVICE	RUN DATE 6/27/91 RUN TIME 18:46:04 REPORT PADE 8	
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Volume No. 3 - Automated System Applications	TOPIC NO.	
,		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

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Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

REPORT NAME: COMPONENT ASSET BY ORGANIZATION REPORT (FAC370)

DESCRIPTION AND CONTENTS: A listing of all fixed assets that the agency has identified as

components of other fixed assets. Details reported for each component include location, inventory number, description, responsible position, and nomenclature code; the report also specifies the inventory number, description, and location of the main

fixed asset with which each component is associated.

PURPOSE: To assist property managers in tracking component items which

may or may not be physically attached to the associated main fixed

assets.

ASSET CATEGORIES: Buildings

Improvements Other Than Buildings Equipment (Controlled and Capitalized)

FREQUENCY OF DISTRIBUTION: The Component Asset Report is produced and distributed on

demand, i.e., at agency request.

ORDER OF DATA: Assets reported on the Component Asset By Organization Report

may be listed according to component asset within main asset (Option 1), or conversely, according to main asset within component

asset (Option 2).

Volume No. 3 - Automated System Applications	TOPIC NO.	
,		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

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I - FAC370 - FAC370 PAGE	ASSET ASSET	000024686 PRINTER	000027097 COMPUTER		000024714 PRINTER	000027094 COMPUTER		000029741	000028480	000029742 PARALLEL PR	000028469 PERSONAL CO	000029743 PARALLEL PR	000028470 PERSONAL	000029744 PARALLEL	000028478 PERSONAL
PROGRAM REPORT	ASSET				COMP	MAIN		COMP	M N	COMP	MAIN	COMP	MAIN	COMP	MAIN

Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

REPORT NAME: INVENTORY REPORT BY RESPONSIBLE POSITION (FAC316)

DESCRIPTION AND CONTENTS: A detailed listing of an agency's fixed assets grouped according to

positions within the agency assigned responsibility for those assets. Specific details listed for each asset assigned to a given position number include location, identification number, condition code, availability code, model number, serial number, acquisition date and

cost, and last inventory date.

PURPOSE: To assist an agency in maintaining control over its fixed assets and

in conducting periodic physical inventories.

ASSET CATEGORIES: Land

Buildings

Improvements Other Than Buildings Equipment (Controlled and Capitalized)

FREQUENCY OF DISTRIBUTION: The Inventory Report by Responsible Position is produced on

demand, i.e., at the request of the agency.

ORDER OF DATA: Assets on the Inventory Report by Responsible Position are listed

according to identification number within location within responsible

position.

Volume No. 3 - Automated System Applications	TOPIC NO.
	70365
Function No. 70300 - FAACS Online	TOPIC
	REPORTS
	DATE
	9/1/93

PROGRAM - PACSIG REDORT - FACSIG AGENCY PAGE 426 AGENCY ND 602	DOMEALTH	FIXED TIMED	ROINIA ASSEY MTORY	- DEPAI ACCOUNT REPORT 1	COMMONICALTH OF VINGINIA - DEPARTMENT OF MEDICAL ASSISTANCE SERVICE FIRED ASSET ACCOUNTING AND CONTROL SYSTEM INVENTORY REPORT BY RESPONSIBLE POSITION	SSISTANCE SERVICE 1816A ITION	NUN RUN REPORT	DATE TIME PAGE	6/27/81 18:04:18 426	
RESPONSIBLE POSITION: 464	HE SPOR	SIBLE	2	11PT1006:	MESPONSIBLE DESCRIPTION: DIR 1005					
FIRS. 760 BUILDING 10: -1311	FLOOR:	8	5	Z Z	ROOM: 907					
065CR1P7100	QUANT 11V	88	AVAIL	MODEL.	SERIAL Marre	ACQUISITION DATE	7802	ORGANIZAT IGN	LAST INV DATE	
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GOOOGA17 WANG PRINTER	-	•	>	•	44874L	9881 0000	786.98		02061881	
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000005848 GRID 3881SK PC INCLUDES 1.2 MB DISKDRIVE AND SHB MCHORY UPGRADE FROM 01-CONSULTANT'S	•	•	>		100001	100	2,706.85			
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OCCACGG WINICC 3.0 SOFWARE FOR WINCOWS NEED LOCATION 15'S WHEN DISTRIBUTED FROM \$707	2	•	>		4	• • • • •	88			
TOTAL FOR LOCATION:	QUANTITY.	_		2	ACQUISIT	ACQUISITION COST	\$10,272.06			

Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

REPORT NAME: ACCOUNTING AND CONTROL MASTER DISPLAY (FAC309)

DESCRIPTION AND CONTENTS: A display of fixed asset data on the FAACS accounting and control

master file. Depending on agency specification, this report may reflect the entire contents of the master file, or only that data that has been entered since the last file update. The agency requesting this report must specify the asset category and whether the asset is capitalized or controlled on the Report Name Line of the FAACS

Report Request Form.

PURPOSE: To show contents of the fixed assets master file for a specific fixed

asset at any point in time, especially before and after file updates.

ASSET CATEGORIES: Land

Buildings

Improvements Other Than Buildings

Equipment

FREQUENCY OF DISTRIBUTION: The Accounting and Control Master Display report is generated on

demand, i.e., at the request of the agency.

ORDER OF DATA: Data is ordered according to the actual master file record.

Volume No. 3 - Automated System Applications	TOPIC NO.
	70365
Function No. 70300 - FAACS Online	TOPIC
	REPORTS
	DATE
	9/1/93

RUN DATE 7/21/93 RUN TIME 17:27:17 REPORT PAGE 14,081	CREATED: 18851017 UPDATED: 19930624	ACQ METH CONTROLLED IND DWN STATUS AVAIL CD COND CD TAG IND CORRECT IND NOMENCLATURE  P 0 4000082000	QUANTITY 000001	38ER 13				ACCUM DEPREC GRANT CONTRACT NO. 2, 333, 10 0000000000000000000	10	
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TREATMENT (		00 CD 0000	AGENCY DRGANIZATION 100	LAST INVENTORY DATE 19930504	REPLACEMENT INDEX 308.70	DESCRIPTION 4	VENDOR IDENTIFICATION	YTD DEPREC 254.52	25	LAST APPRAISAL DATE 00000000
COMMONMEALTH OF VIRGINIA - MARION CORRECTIONAL TREATMENT CENTER FIXED ASSET ACCOUNTING AND CONTROL SYSTEM CAPITALIZED ASSETS - MASTER LIST JULY 21, 1893		AVAIL CD	FISCAL MONTH	LAST	REPLACE	DESCR	VENDOR ID	FUND ANDUNT 5,080.42	5,090.42	BASIS
- MARION CORRI COUNTING AND O D ASSETS - MAS JULY 21, 1993	_	STATUS	118	<b>AN</b> 10	IANCE			5.5	100	ACTUAL BASIS
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	<b>.</b>  ≿	COST BASIS	VOUCHER 18	RESPONSIBLE ASST WARDEN		DESCRIPTION 2 ER LETTER SIZE	HODE R		TON DAT	REPLACEMENT BASIS
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308 308 20		SEFUL LIF	8	OSITION	FLOOR	I LEKTR)		1500	LAST C	VALUE 50.36
PROGRAM - FAC309 REPORT - FAC309 AGENCY PAGE 2	20EMCV - 747		IST	RESPONSIBLE POSITION	BUILDING	DESCRIPTION 1 FILING SYSTEM LEKTRIEVE	SERIAL NUMBER	TRN CD CST CD FUND 618 100 1500	DEPRECIATION LAST CALCULATION DATE: 19930630	REPLACEMENT VALUE 5,650.36

Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

REPORT NAME: ACCOUNTING AND CONTROL MASTER DISPLAY (FAC310)

DESCRIPTION AND CONTENTS: A "snapshot" of data existing on the fixed assets master file for a

specified asset. The agency requesting this report must specify the identification number of the asset for which master file contents are

desired.

PURPOSE: To show contents of the fixed assets master file for a specific fixed

asset at any point in time, especially before and after file updates.

ASSET CATEGORIES: Land

Buildings

Improvements Other Than Buildings

Equipment

FREQUENCY OF DISTRIBUTION: The Accounting and Control Master Display report is generat ed on

demand, i.e., at the request of the agency.

ORDER OF DATA: Data is ordered according to the actual master file record.

Volume No. 3 - Automated System Applications	TOPIC NO.
	70365
Function No. 70300 - FAACS Online	TOPIC
	REPORTS
	DATE
	9/1/93

PROGRAM - FAC310 REPORT - FAC310 AGENCY PAGE 1	COMPIONALE FIXE AG	ALTH OF VIRGINI D ASSET ACCOUNT COUNTING AND CO	COMMONMEALTH OF VIRGINIA" - GEORGE MASON UNIVERSITY FIXED ASSET ACCOUNTING AND CONTROL SYSTEM ACCOUNTING AND CONTROL MASTER DISPLAY JULY 18, 1883	UNIVERSITY System Play	RUN DATE RUN TIME REPORT PAGE	RUN DATE 7/15/93 RUN TIME 9:10:57 PORT PAGE
AGENCY: 247 CATEGORY: 4	IDENTIFIC	IDENTIFICATION: 000101881			CREATED: 19920626 UPDATED: 19930713	TED: 19930713
ACQ DATE USEFUL LIFE COST BASIS 19920904 007 H	S ACQ METH CONT	ROLLED IND OWN	STATUS AVAIL C	D COND CD TAG	ACQ METH CONTROLLED IND DWN STATUS AVAIL CD COND CD TAG IND CORRECT IND NOMENCLATURE P V V V V V V V V V V V V V V V V V V	NCLATURE 0003700
AGENCY LIST AGENCY VOUCHER 144020 23098060	AGENCY PO REQ CH30371	FISCAL YEAR 92	FISCAL MONTH	AGENCY ORGANIZATION	IZATION QUANTITY 000001	
RESPONSIBLE POSITION RESPONS	RESPONSIBLE DESCRIPTION	AGENCY LOAN TO		LAST INVENTORY DATE 19930315	BATCH NUMBER F2470708	
BUILDING FLOOR WING R 80029 6	ROOM FIPS 3 058	NEGOT USE ALLOWANCE 0.00		REPLACEMENT INDEX 1.00	SALVAGE VALUE	
DESCRIPTION 1 TKZO8 2.2GB TAPE DRIVE	TION 2	DESCRIPTION 3	DESCR	DESCRIPTION 4		
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COMPONENT AGENCY CATEGORY IDENTIFICATION	TIFICATION	INSTALL 000	INSTALLATION DATE OCCOCOCO	ACCEPTANCE DATE 00000000	APR NUMBER 9236	
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DEPRECIATION LAST CALCULATION DAT	DATE: 19920904	1	5, 232.50	8	8	
REPLACEMENT VALUE REPLACEMENT BASIS 1,786.00 S		ACTUAL VALUE A	ACTUAL BASIS	LAST APPRAISAL DATE COCCOCCC	DATE	
INSURANCE EXPIRATION DATE POL OOOOOOOO.	POLICY TYPE	POLICY NUMBER	POLICY DESCRIPTION	CRIPTION		

Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

REPORT NAME: ACCOUNTING AND CONTROL MASTER DISPLAY (FAC311)

DESCRIPTION AND CONTENTS: A display of fixed asset data on the FAACS accounting and control

master file. Depending on agency specification, this report may reflect the entire contents of the master file, or only that data that

has been entered since the last file update.

PURPOSE: To show contents of the fixed assets master file at any point in time,

especially before and after file updates.

ASSET CATEGORIES: Land

Buildings

Improvements Other Than Buildings

Equipment

FREQUENCY OF DISTRIBUTION: The Accounting and Control Master Display report is generated on

demand, i.e., at the request of the agency.

ORDER OF DATA: Data is ordered according to the actual master file record. Assets

are listed according to identification number within asset category.

Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

RUN DATE 6/27/01 RUN TIME 18:30:48 REPORT PAGE 828	. CREATED: 18860623 UPDATED: 18910428	ACQ HETH CONTROLLED IND. DAM STATUS AVAIL CD COND CD TAG IND. CONNECT IND. HOMENCLATURE P. DE400020600	71GM QUARTITY 000001	BATCH MUMBER CHOSE 01	SALVAGE VALUE .00	ON The State of State	1,812. So 00000000000000000000000000000000000	9,188.00	<b>.</b>
COMMONMEALTH OF VIRGINIA - DEPARTMENT OF MEDICAL ASSISTANCE SERVICE FIXED ASSET ACCOUNTING AND CONTROL MASTER DISPLAY ACCOUNTING AND CONTROL MASTER DISPLAY JAME 27, 1991		CO COND CO TAM IND	H ABENCY DREAMIZATION	LAST. INVENTORY DATE 19480210	REPLACEMENT INDEX SAL	DESCRIPTION 4	YTD DEPREC 265.44 265.44	130.88	LAST APPRAISAL BATE 00000000
OF VIRGINIA - DEPARTMENT OF MEDICAL ASSIST FINED ASSET ACCOUNTING AND CONTROL SYSTEM ACCOUNTING AND CONTROL MASTER DISPLAY AUGUST 1981		OM STATUS AVAIL	YEAR FISCAL MONTH	ABENCY LOMI TO LAS			1,882.50 1,882.50 1,882.50	3, 168.00	ACTUAL BASIS
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PROGRAM - FACS11 REPORT - FACS11 AGENCY PAGE 828		USETUL LIF	AGENCY LIST AGENCY VOUCHER	RESPONSIBLE POSITION	2 FL00A	DESCRIPTION 1 TAPERECORDER SYSTEM MITH/14 FEATURES	TRN CD CST CD FUND 618 370 1800 618 370 1800	FOTATION LAST CALG	REPLACEMENT VALUE REPLA 3, 185.00

Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

REPORT NAME: SUMMARIZED MASTER DISPLAY (FAC319)

DESCRIPTION AND CONTENTS: A summarized display of fixed asset data on the FAACS accounting

and control master file.

PURPOSE: Report to show contents of the accounting and control master file in

a summarized format.

ASSET CATEGORIES: Land

Buildings

Improvements Other Than Buildings Equipment (Controlled and Capitalized)

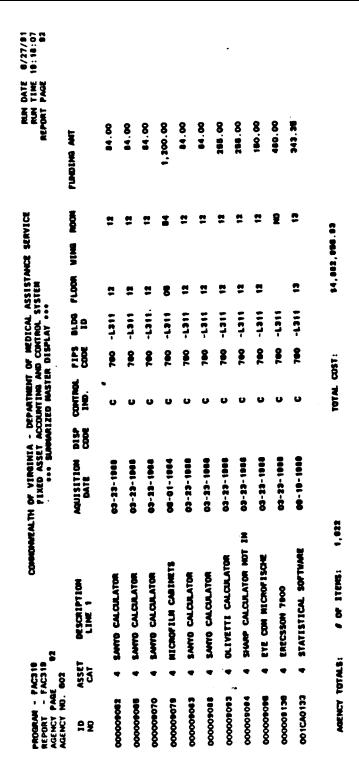
FREQUENCY OF DISTRIBUTION: The Summarized Master Display report is generated on demand,

i.e., at the request of the agency.

ORDER OF DATA: Assets reported on the Summarized Master Display report are listed

according to asset identification number and asset category.

Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93



Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

REPORT NAME: SUMMARIZED MASTER DISPLAY (FAC307, Option AA3)

DESCRIPTION AND CONTENTS: A summarized display of fixed asset data on the FAACS accounting

and control master file.

PURPOSE: Report to show contents of the accounting and control master file in

a summarized format.

ASSET CATEGORIES: Land

Buildings

Improvements Other Than Buildings Equipment (Controlled and Capitalized)

FREQUENCY OF DISTRIBUTION: The Summarized Master Display report is generated on demand,

i.e., at the request of the agency.

ORDER OF DATA: Assets reported on the Summarized Master Display report are listed

according to asset identification number and asset category. Report includes accumulated depreciation balances, as well as funding amount for each asset, along with totals for each category. (See FAC307, AA1, for totals only). **Note**: The FAC307 AA3 is

preferrable to the FAC319.)

Volume No. 3 - Automated System Applications	TOPIC NO.	
,		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

PROGRAM - FAC307 REPORT - FAC307 AGENCY PAGE	C307	CDMMONNE AA3	COMMONWEALTH OF VIRGINIA - DEPARTMENT OF AIR FIXED ASSET ACCOUNTING AND CONTROL *** SUMMARIZED MASTER DISPLAY	AINIA - ET ACCOL MMARIZE	F VIRGINIA - DEPÄÄTMENT OF AIR PO D ASSET ACCOUNTING AND CONTROL SY *** SUMMARIZED MASTER DISPLAY ***	INT OF ED CONT	OF AIR POLLUTION CONTROL Control System (Splay ***	I CONTROL	RUN DATE RUN TIME REPORT PAGE	4/14/93
į	ASSET CAT	DESCRIPTION LINE 1	AQUISITION DATE	DISP	CONTROL IND.	FIPS	BUILDING /FLOOR	FUNDING	ACCUMULATED DEPRECIATION	DISPOSAL DATE
00422 1686	•	CHANTEONICS WIND SENSOR	05-30-1974	¥	ပ	760	OL008/	132.05		18910124
00422 1668	•		06-30-1881			780	0F008/	3,250.00	3,250.00	
004221887	•	CHATRONICS WIND SENSOR	06-30-1981			760	0F008/	3,250.00	3,250.00	
004221880	. 4	MINO	08-30-1981			780	0F008/	3,250.00	3,250.00	
004221892			08-25-1872			780	OF008/	2,822.50	2,822.50	
004221693	4	WIND RECORDER-CLIMATRONI	08-30-1981			780	0F008/	3,250.00	3,250.00	
004221701	4	GENERAL METALS HI VOL	01-20-1972	⋖	ပ	760	/800TO	3,530.00		18900502
004221708	•	GENERAL METALS HI VOL	01-20-1972	∢	ပ	760	OL009/	284.17		19910718
004221711	4	GENERAL METALS HI VOL	07-21-1975	⋖	၁	760	OL008/	87.92		18800502
004221714	4	GENERAL METALS HI VOL	01-20-1972	⋖	U	780	00000	441.25		19900502
004221718	•	GENERAL METALS HI-VOL	01-20-1972	<	ပ	760	00000	441.25		19800502
004221717	•	GENERAL METALS HI VOL	01-20-1972	<	ပ	760	01008/	441.25		19900802
004221718	•	GENERAL METALS HI VOL	01-20-1972	∢	v	760	/800TO	441.25		18800502
004221719	4	GENERAL METALS HI VOL	01-20-1972	∢	O	780	/600TO	441.25		18800502
004221720	*	GENERAL METALS HI-VOL	01-20-1972	<	ပ	760	/800TO	441.25		19900502
004221721	*	GENERAL METALS HI VOL	01-20-1972	⋖	ပ	760	OC008/	441.28		18800502
004221722	•	GENERAL METALS HI VOL	01-20-1972	<	ပ	780	01000/	441.25		19900502
004221724	4	GENERAL METALS HI VOL	01-20-1872	∢		760	00000	1, 176.67		19800502
004221725	4	GENERAL METALS HI VOL	01-20-1972	<		760	00000	1,176.66		19900502
004221726	4	GENERAL METALS HI VOL 200	07-21-1975	<		760	/60070	1,055.00	1,055.00	18800502
004221727	•	GENERAL METALS HI VOL	08-20-1974	<	v	760	/80070	387.00		18800502
004221728	•	GENERAL METALS HI VOL	06-20-1974	∢ .	υ	760	01008/	387.00		19900502

Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

REPORT NAME: ASSETS BY LOCATION REPORT (FAC30080)

DESCRIPTION AND CONTENTS: A detailed listing of all fixed assets located within particular areas.

Details provided for each fixed asset include location (FIPS code, and building, floor, wing, and room numbers), nomenclature code, item description, inventory number, acquisition and replacement

costs, manufacturer's serial number, and condition code.

PURPOSE: To assist an agency in maintaining control over its fixed assets,

especially in conducting periodic physical inventories.

ASSET CATEGORIES: Land

Buildings

Improvements Other Than Buildings Equipment (Controlled and Capitalized)

FREQUENCY OF DISTRIBUTION: The Assets by Location Report is distributed on demand, i.e., at

agency request.

ORDER OF DATA: Users have three options for the sequencing of data on this report.

Under Option 1, all fixed assets for a given agency are grouped according to organization code; within organization code the assets are listed by location and then by nomenclature within location with the associated FAACS ID number for each item. Under Option 2, all assets are listed by location and then in numerical order by FAACS ID number within location with the associated nomenclature

code for each item. Under Option 3, all assets are grouped

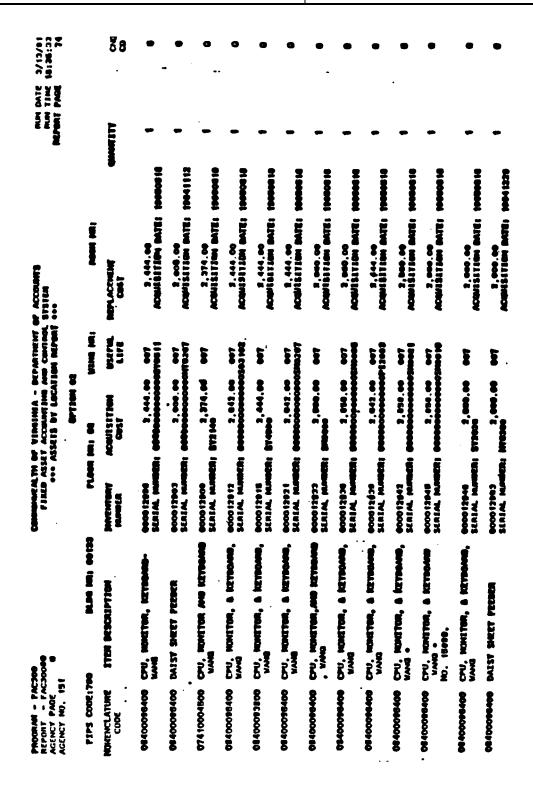
according to organization code; within organization code the assets are listed by location and then in numerical order by FAACS ID number within the location with the associated nomenclature code

to each item.

Volume No. 3 - Automated System Applications	TOPIC NO.	
,		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

RUN DATE 8/27/91 RUN TIME 18:46:04 REPORT PAGE 180			77 98 88		•	0	•	•	0	0	•	0		•	0
<b>.</b>		<b>9</b>	QUANTITY	19880701	19880701	19880601	11900011	1080801	10000001	1080881	1980801	19990901	<b>18</b>	19860701	800.00
COMMONMENTH OF VINGINIA - DEPARTMENT OF MEDICAL ASSISTANCE SERVICE FIXED ASSET ACCOUNTING AND CONTROL SYSTEM *** ASSETS BY LOCATION REPORT *** OPTION OI	!	NOOK NR: 1380	REPLACEMENT COST	1,440.00 ACQUISITION DATE: 19880701	1,440.00 ACQUISITION DATE:	7,787.50 ACQUISITION DATE:	2,285.85 ACQUISITION DATE:	1,440.00 ACQUISITION BATE:	1,440.00 ACQUISITION DATE:	1,440.00 ACQUISITION DATE: 19880801	1,440.00 ACQUISITION DATE: 19880801	1,800.00 ACQUISITION DATE: 19980801	MOCH IN:	B16.32 ACQUISITION DATE:	800.00
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Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93



Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

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Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

REPORT NAME: MASTER INVENTORY FOR ADP EQUIPMENT BY

ORGANIZATION AND NOMENCLATURE (FAC308)

DESCRIPTION AND CONTENTS: A detailed listing by agency of all data contained on the master file

for each asset listed. Details provide agency number, organization number, nomenclature code, FAACS ID number, location, item description, cost, responsible person, condition code, acquisition method, availability code, plus all other master file detail for all ADP

equipment records.

PURPOSE: Report to show contents of the accounting and control master file in

a detailed format for all ADP equipment records.

ASSET CATEGORIES ADP Equipment (Controlled and Capitalized)

FREQUENCY OF DISTRIBUTION: The master inventory by organization and nomenclature report is

generated on demand, i.e. at the request of the agency.

ORDER OF DATA: Assets listed in this report are grouped according to organization

code and then by nomenclature code within organization. All detail information is then listed within nomenclature code for each asset in ascending numerical sequence by FAACS ID number. Assets with nomenclature codes beginning with 07 (Federal Cost Category for

ADP equipment) are presented.

Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

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Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

REPORT NAME: ASSET INVENTORY REPORT (FAC332)

DESCRIPTION AND CONTENTS: A detailed listing of all fixed assets by asset category, building

number, FIPS code, and organization.

PURPOSE: To assist an agency in maintaining control of its fixed assets,

especially in conducting periodic physical inventories.

ASSET CATEGORIES Land

**Buildings** 

Improvements Other Than Buildings Equipment (Controlled and Capitalized)

FREQUENCY OFDISTRIBUTION: The Asset Inventory Report is generated on demand, i.e., at the

request of the agency.

ORDER OF DATA: Assets are grouped by asset category; within asset category, items

are shown by building number and within building number by organization. Assets are listed in ascending numerical order by

FAACS ID number.

Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

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Volume No. 3 - Automated System Applications	TOPIC NO.	
		70365
Function No. 70300 - FAACS Online	TOPIC	
		REPORTS
	DATE	
		9/1/93

## **500 Maintenance Reporting**

Agency property managers may wish to review information on fixed assets that are covered by maintenance contracts, or on assets that have undergone repair (whether covered by a maintenance contract or not), in order to make decisions regarding future maintenance contracting. To facilitate this process, and to assist the agency property manager in repair versus replace decisions, the fixed asset system provides agencies with the Maintenance Contracts Report (FAC30050).